



African Reinsurance Corporation

Société Africaine de Réassurance

REQUEST FOR PROPOSALS (RFP)

ENGAGEMENT OF A FIRM OR CONSULTANT TO PROVIDE RECORDS MANAGEMENT

SERVICES TO THE AFRICAN REINSURANCE CORPORATION

(AFRICA RE)

1. INTRODUCTION

The African Reinsurance Corporation (Africa Re) is an international organization with headquarters in Lagos, Nigeria with the mission to foster the development of the insurance and reinsurance industry in Africa; to promote the growth of national, regional and sub-regional underwriting and retention capacities and to support African economic development.

The Corporation, created by a multilateral agreement in 1976, is owned by 42 member states of the African Union (AU), the African Development Bank (AfDB), 113 African insurance and reinsurance companies in Africa and 3 leading global insurance and reinsurance groups.

Africa Re has six regional offices in Abidjan (Côte d'Ivoire), Cairo (Egypt), Casablanca (Morocco), Lagos (Nigeria), Nairobi (Kenya), and Ebène (Mauritius). In addition, Africa Re wholly-owns three subsidiaries (Africa Re South Africa Limited in South Africa, Africa Retakaful Company in Egypt and Africa Re Underwriting Agency Limited in the Dubai International Financial Centre) as well as a foundation (Africa Re Foundation in Mauritius).

2. SCOPE

Africa Re is seeking to engage a Firm or Consultant to provide records management services at its head office in Lagos, Nigeria, and specifically to:

- Process the backlog of available physical records;
 - Packing and sorting of the records
 - Indexing of the records
 - Inventory and documentation of the records (with the provision of an electronic copy of the physical records inventory and documentation)
 - Organization of the processed records in a standard or specific order
 - Arrangement of the processed records in the archive boxes and on the designated storage shelves
- Carry out evaluation and appraisal of the physical records to ascertain the valuable ones and determine further storage or archiving
- Dispose the non-valuable records in line with the approved policies or procedures or standards
- Procure relevant archives or records management facilities like the
 - standard archives boxes,
 - file/folder covers,
 - paper fasteners,
 - cellotapes,
 - stickers, etc.

3. PRESENTATION OF THE REQUEST FOR PROPOSALS

In order to facilitate the analysis of responses to this RFP, proposals should be prepared in accordance with the instructions outlined in this section. They should provide a straightforward, clear and concise description of the capability to meet the requirements of the RFP. All parts, pages, figures and tables, comprising the sections below, should be numbered and clearly labeled.

SN	Areas to be covered by the RFP	Description
1	Executive Summary	<p>This part is limited to a brief narrative highlighting the proposal of the records management firm.</p> <p>The summary should contain as little technical details as possible and should be oriented towards non-technical personnel. The executive summary should not include cost quotations.</p>
2	Experience of the records management Firm	<p>Records management firms are expected to provide information to enable Africa Re to evaluate their stability and ability.</p> <p>They are requested to provide as much evidence as possible to support any claim thereof.</p> <p>Africa Re may require additional documentation for clarification.</p> <p>Records management firms should demonstrate that they have carried out similar works with other organizations comparable in nature, size and reputation. References, where applicable, may be added as appendices.</p>
3	Approach and Methodology	<p>Records management firms are expected to detail how they intend to conduct the mission and reach a desirable outcome.</p> <p>They are expected to explain their approach to be adopted, methodology to be applied / followed to provide the service.</p>

SN	Areas to be covered by the RFP	Description
4	Organization and Staffing	<p>The proposed structure and composition of the team to be aligned to the project should be provided along with the list of the key records management experts and support staff.</p> <p>The CVs / Résumés of key staff should be added as appendices.</p>
5	Professional Service Fees	<p>If necessary, the cost quotations (excluding VAT and other taxes) can be itemized according to the services proposed and deliverables.</p> <p>Particularly, records management firms are requested to explain their proposed approach to the determination of the cost of the services for instance, the cost of procuring an archive box, the cost of processing records per box, records evaluation and appraisal costs, records disposition costs, etc.</p>
6	Project Inspection	<p>Prospective firms or consultants may request to visit the project site at the Africa Re head office: Plot 1679, Karimu Kotun St., Victoria Island, Lagos, Nigeria for project assessment.</p> <p>Please contact:</p> <ul style="list-style-type: none"> • Mr. Victor Ighiamoh: igiamoh.victor@africa-re.com • Mr. Joel Idakwo: idakwo.joel@africa-re.com • Mr. Adewale Oni: oni.adewale@africa-re.com

4. REQUEST FOR CLARIFICATION

Bidders may request for clarification, which must be sent in writing by surface mail or email to:

Mr. Roger Bong

The Ag. Corporate Secretary

African Reinsurance Corporation

Plot 1679, Karimu Kotun Street

Victoria Island,

P.M.B. 12765

Lagos, NIGERIA

E-mail: info@africa-re.com; with copy to tender@africa-re.com

5. DISCLAIMER

- 1) The decisions of the Corporation in the tender process are final, with no appeal and no recourse to damages.
- 2) The Corporation reserves the right not to appoint any service provider among the bidders.
- 3) The Corporation reserves the right to:
 - a. Award the contract or any part thereof to one or more service providers;
 - b. Reject all bids;
 - c. Decline to consider any proposal that is adjudged not to conform to any aspect of the bidding process;
 - d. Request further information from any service provider after the closing date for clarity purpose;
 - e. Cancel this RFP or any part thereof at any time.

6. PROPOSAL SUBMISSION

The proposals should be e-mailed **not later than 15 March 2024** by 23h00 (or 11:00 p.m.) GMT+1 to the e-mail address indicated below.

E-mail Contact for Submission: tender@africa-re.com

The subject of the email should read "**Engagement of a Firm or Consultant to Provide Records Management Services to the African Reinsurance Corporation**", and the submission should be addressed to:

Chairman, Tender Committee

African Reinsurance Corporation (Africa Re)

Plot 1679, Karimu Kotun Street

Victoria Island

P.M.B. 12765

Lagos, NIGERIA

E-mail: tender@africa-re.com

Website: www.africa-re.com

Any proposal received by Africa Re after the deadline for submission shall be rejected.

Yours Sincerely,



Roger BONG BEKONDO
Ag. Head, Corporate Secretariat